



portsmouth humane society

Marketing and Development Coordinator

*Portsmouth Humane Society (PHS) is the oldest continually operating animal shelter in the Commonwealth of Virginia. Daily, we serve between 200-250 animals and approximately 2,000 per year. The ideal candidate must show an affinity for supporting animal welfare. The role of the **Marketing and Development Coordinator** is to lead advertising for all platforms of exposure and to work in collaboration with the Executive Director to create and implement strategies to raise funds to ensure the organization has the resources necessary to execute its mission.*

Supervisor: Executive Director

Duties and daily tasks

- Create and lead engaging events which retain existing donors and cultivate new donors
- Create fundraising messages which are compelling to potential donors
- Set fundraising goals, report on progress, develop and implement fundraising strategies
- Serve as key staff member for managing and orchestrating logistics and timelines for small and large-scale events - including fundraising, outreach and adoption events
- Solicit and acquire sponsors for major events; managing activation of sponsorship benefits at events as well as sponsor relations both pre and post event.
- Solicit and acquire vendors for major events
- Identify and contact prospective donors and follow up to provide additional information
- Oversight of website/social media
- Collaborate with marketing team to ensure ample exposure for PHS's events and programs
- Assist with public speaking activities
- Assist with direct mail and email appeals
- Assist with grant research
- Perform other duties as assigned by the Executive Director

Requirements

- Bachelor's degree in Public Relations, Communications, Marketing or Fine Arts
- At least 2 years of fundraising experience preferred
- Ability to multi-task in a fast paced and ever-changing environment
- Ability to work productively and efficiently, individually and on a team
- Excellent conceptual, organizational, communication and writing skills required
- Able to be exposed to cleaning chemicals and their strong odors
- Ability to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, reach with hands and arms, climb and balance, stoop, kneel, crouch and crawl
- Ability to use a computer and other standard office equipment
- Ability to lift 50lbs
- Willingness to take a drug screening
- Proficiency with Microsoft Office Suite

Compensation

- This is a salaried position and pay is commensurate with experience.

To apply

Please send **resume, cover letter and three references** to: Babs Zuhowski
director@portsmouthhumanesociety.org

Closing date: 1/15/19

Portsmouth Humane Society is an equal opportunity employer and does not discriminate against candidates or employees based on race, color, religion, sex, national origin, age, pregnancy, disability, military status, veteran status, genetic history or any other protected status. Portsmouth Humane Society encourages all qualified individuals to apply. PHS is an equal opportunity employer.